

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**November 11, 2024**

**Time:** The meeting was called to order at 7:00 PM.

**Location:** Rosslyn Farms Community Center, Calvert Room.

**Attendees:** Council President David Robb (2025) was present and chaired the meeting. Council members Jonathan Glance (2025), Chad Green (2027), and Eve Jackson (2027) were present. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller from GRB were also present.

**Regrets:** Council members Barbara Becker (2025), Lee Griffin (2025), and Jay Lear (2027).

**Materials:** A sign-in sheet and agenda were provided to those in attendance.

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**The Pledge of Allegiance was recited.**

**APPROVAL OF PRIOR MEETING MINUTES**

Mr. Glance made a motion to accept the minutes from October 14, 2024 as presented. The motion was seconded by Mr. Green and passed unanimously.

**PUBLIC FORUM**

*President Robb opened the floor to those wishing to speak.*

Resident Josh Feldmiller informed Council that he was involved in a motor vehicle accident that resulted in damage to the stair rail at the Community Center. He provided his insurance information to the Borough Secretary to file a claim.

Residents Jesse and Nyra Schell reported that they expect to get a design for the sewer project from their engineer by Thanksgiving. President Robb will see if Borough engineer Keven Brett can follow up with the Schells' engineer to expedite the process.

Residents Steve Tassarò and Nancy Barsotti were present to observe.

**ENGINEER'S REPORT**

President Robb reported that the milling on Arch Street has been completed and the binder course has been put down. Tarring and chipping will occur in the spring. Youngblood should be submitting a payment request prior to the December meeting for the work that has been completed.

We are awaiting the payment request from Mele & Mele and the final report from LSSE for the Scheffield project. The Mele invoice will also include repairs to the damaged storm sewer grate.

Ms. Falk was asked to request that LSSE resume providing written monthly reports.

## **SOLICITOR'S REPORT**

Solicitor Emily Mueller summarized her activities from the previous month.

New ADA requirement for website: Solicitor Mueller informed Council that there is a 2027 deadline for the Borough website to be in compliance with a new ADA accessibility requirement. The requirement also applies to third party vendors that face the public, including Jordan Tax. Ms. Falk reported that Borough web host CourseVector offers a program that meets the new requirements for an additional annual fee of \$500 per year. A discussion followed.

Field usage police and Resolution: Solicitor Mueller summarized the changes to the draft field policy that were incorporated since the previous meeting. This item will be tabled until the December meeting.

## **MAYOR'S REPORT**

Mayor Ford gave the police report for October. The storm sewer grate on Kings Highway was damaged again. There were several additional traffic details, resulting in 12 warnings and 3 citations. A discussion was held on increasing visibility and awareness of the new stop signs.

## **SECRETARY/TREASURER'S REPORT**

Ms. Falk presented Council with reports for Deposits, Profit and Loss, and Account Balances.

Disbursements: Ms. Falk presented Council with a list of disbursements for invoices received since the October meeting. Mr. Glance made a motion that Council approve the disbursements as presented. Mr. Green seconded the motion, and it passed unanimously.

## **COMMITTEE REPORTS**

Code management (Jackson) – Ms. Jackson summarized the code enforcement report.

Communication/Website (Jackson) – Nothing new to report.

Community Facilities (Jackson) -

*Retaining wall replacement:* Ms. Jackson and President Robb reported that public works has started to repair the failing retaining wall by the Community Center. All work will be done internally, with an estimated cost of \$2,000 in materials. A discussion followed. Mr. Glance made a motion that Council approve the project to repair the wall at a cost not to exceed \$3,500, which was seconded by Mr. Green. The motion passed unanimously.

President Robb reported that Rosslyn Farms did not receive the Multipurpose Community Facilities grant to replace the boiler. We will need to put together an RFP for the boiler replacement. Mr. Glance volunteered to help write the RFP.

Finance/Grants (Robb) –

*CDBG applications and resolutions* – President Robb summarized two potential Community Development Block Grant applications. The first is in the amount of \$94,740 for ADA accessible parking, sidewalks, and a rubberized play area as part of the Rosslyn Farms Playground Rehabilitation & Revitalization project. A discussion followed. Mr. Glance made a motion that

Council pass a resolution authorizing President Robb to apply for the grant and designating Borough Secretary Dorothy Falk as an authorized representative to complete the paperwork to facilitate the application. The motion was seconded by Ms. Jackson, and it passed unanimously.

The second CDBG grant is in the amount of \$38,400 for ADA accessible roadway ramps and tactile surfaces as part of the Rosslyn Farms Community Connections project. A discussion followed. Mr. Glance made a motion that Council pass a resolution authorizing President Robb to apply for the grant and designating Borough Secretary Dorothy Falk as an authorized representative to complete the paperwork to facilitate the application. The motion was seconded by Ms. Jackson, and it passed unanimously.

*LSA application and resolution:* A discussion was held on reapplying for the LSA grant with a project smaller in scope and with a Borough match. Mr. Glance made a motion that Council pass a resolution authorizing President Robb to apply for an LSA grant in the amount of \$484,000 for the Winthrop/Kings force main project with a Borough match of \$121,000 (20%) and designating President Robb and Borough Secretary Dorothy Falk as authorized representatives to complete the paperwork to facilitate the application. The motion was seconded by Ms. Jackson, and it passed unanimously.

*2025 Budget* – Ms. Falk presented Draft B of the 2025 Budget, which incorporated changes discussed at the October meeting. A discussion followed. Suggested changes will be incorporated into Budget Draft C for consideration at the December meeting. Mr. Glance made a motion that Council authorize Ms. Falk to advertise the proposed budget for adoption at the December meeting, which was seconded by Mr. Green. The motion passed unanimously.

Human Resources (Lear) – No report.

Infrastructure – (Lear)

*Sidewalk project update:* President Robb reported that the sidewalk installation is nearing completion. Harshman will review the work with Excaliber and submit a recommendation for payment once they have confirmed that the work has been completed satisfactorily.

Parks/Recreation (Griffin) – No report.

Waste/Recycling (Glance) – No report.

## **NEW BUSINESS**

None.

## **OLD BUSINESS**

45 Edgecliff fence variance request- Mr. Roberts submitted a landscaping plan to address Council's concerns regarding his request for a variance of the fence ordinance. A discussion followed. Solicitor Mueller was authorized to inform the Zoning Hearing Board that Council had no objections to the plan provided certain conditions were met and to represent Council at the resumed hearing.

**ADJOURNMENT**

Mr. Glance made a motion that Council adjourn the meeting at 8:00, which was seconded by Ms. Jackson. The motion carried.

**EXECUTIVE SESSION**

Council went into Executive Session immediately following the meeting to discuss personnel issues.